

Clerical and Office Branch
Clerical, Administrative and Fiscal Group
Purchasing and Supply Series

BID CLERK

1/98 (SAC)

Summary

Under general supervision, prepare and release bid documents to the public, and assist with various other procurement activities.

Typical Duties

Coordinate preparation and distribution of bid related documents. Involves: preparing invitation for bid forms and submitting for public posting; sending legal advertisements to newspapers and bid packages to bid service companies in compliance with state statutes; compiling and calculating information for reports, bid tabulations; preparing bid specification documents, contracts, and amendments and plans for construction bids after bid award; accounting for and depositing fees for plans; processing requisitions and purchase orders pertaining to all construction projects; preparing bills of sale or other documents required for legal transfer of surplus City property.

Provide support to purchasing staff in procurement activities. Involves: maintaining contract files and monitoring contract expiration dates; informing departments or procurement staff of need to start bid processing; scheduling and assisting the Director of Purchasing with bid openings; answering questions regarding purchasing rules and regulations; maintaining lists of prospective bidders; assuring that bid documents are retained in compliance with applicable rules and regulations; composing routine correspondence.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform related duties as required. Involves: substituting, if assigned, for immediate supervisor during temporary absences by performing specified duties and responsibilities essential to maintaining continuity of operations and similarly performing any duties of coworkers, if necessary; filing and otherwise maintaining records.

Minimum Qualifications

Training and Experience: Graduation from high school or equivalent and four (4) years of progressively responsible experience in the performance of diversified clerical duties, including two (2) years experience working with vendors or suppliers to acquire supplies, services, equipment or other commodities; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of: office practice and procedures related to purchasing; business English, spelling and arithmetic. Some knowledge of: supervisory practices and procedures; records retention practices.

Ability to: review and monitor supply agreements and contracts; interpret and apply state competitive bid laws, related City ordinances and departmental policies; make arithmetical calculations; collaboratively work as member of team to complete projects within rigid deadlines; maintain effective working relationships with fellow employees and the public; train, evaluate and supervise clerical personnel; compose correspondence and

Skill in the operation and applications of personal computer equipment and software including network systems and automated inventory control management systems comparable to those currently in use.

Director of Personnel

Department Head